

REPORT TO KINCARDINE AND MEARNIS AREA COMMITTEE – 28 APRIL 2020

ALLOCATION OF KINCARDINE AND MEARNIS COMMUNITY COUNCIL GRANTS 2020-2021

1 Reason for Report / Summary

- 1.1 This report outlines the process for the allocation of the Kincardine and Mearns Community Council Grants for 2020-2021.

2 Recommendations

- 2.1 **It is recommended that the Committee agrees the allocation of Community Council administration grant for the Kincardine and Mearns Area for 2020/21, as detailed in the appendix to the report, and**
- 2.2 **Provide comments on potentially amending the fixed base grant awarded to Community Councils in future years and instruct Officers to consult further with Community Councils.**

3 Purpose and Decision-Making Route

- 3.1 Each year, the Council provides funding to Community Councils towards their administrative costs. The Community Council budget for Aberdeenshire for 2020/21 is £65,000. The costs of insurance, data protection registration, an amount for election expenses and community events are deducted from the budget. The balance is allocated to the six administrative areas on the basis of a fixed lump sum per Community Council plus an amount per elector. The allocation of the budget to central costs and to each area is detailed at **Appendix 1**.
- 3.2 Each of the six administrative areas has flexibility in deciding how to allocate their sum within their area. A summary of the processes used within each of the areas in 2019/20 is detailed below.

Area	Grant	Deviation
Banff and Buchan	£41 per CC meeting	Project Grant Fund
Buchan	Fixed Grant £420	Project Grant Fund
Formartine	Fixed Grant £425	Split Per Capita
Garioch	Fixed Grant £800	Split Per Capita
Kincardine and Mearns	Fixed Grant £475	Split Per Capita
Marr	Fixed Grant £300	Split Per Capita

4 Discussion

- 4.1 Given the current movement restrictions in force and the implications of this on Community Council elections due to take place in April/May this year, Officers

agreed to delay the elections until September with the AGMs taking place in October. It was also considered that, as some Community Councils may require the funds to be available to them on the normal timescale, the requirement for audited accounts and AGM minutes to be provided in advance of the grant being released would not be required this year.

- 4.2 The restrictions and alternative arrangements have also made it difficult to find an appropriate time to hold an Aberdeenshire wide networking event, so it is proposed to lower the budget available for training events this year to £1,500 with the remaining funds being released as part of the administration grant. However, it is the intention to arrange induction training for Community Councils following the elections in all 6 Areas.
- 4.3 The allocation to Kincardine and Mearns for 2020-2021 is £9,214. In recent years Kincardine and Mearns has distributed the funds to local Community Councils by way of a fixed base amount of £475 for each Community Council, with the balance allocated on the number of electors in each Community Council area. It is proposed that the same method is used this year.
- 4.4 In addition a number of costs are top sliced from the budget, including Data Protection (£40 which is distributed to Community Councils along with the administration grant for them to register as data controllers), insurance and an amount towards the cost of any Community Council elections. Where appropriate, extra insurance premiums for Community Councils where additional cover has been requested will be deducted from the grants before being released, shown in **Appendix 1**.
- 4.5 All 12 Community Councils in the Kincardine and Mearns Area are currently established and active. This will result in each Community Council receiving slightly less than last year.
- 4.6 When reviewing Community Councils accounts it was noted that not all funds have been utilised for administrative costs which prompted further discussions on the distribution of the administrative grant. The main purpose of the Community Council Grant is to cover administrative costs. These may include the hire of venues, secretary fees, website and social media costs, costs of equipment required, as well as general admin.
- 4.7 The following examples would be reasonable indication of likely costs: -
- Venues for meetings – £20-£40 per meeting
 - Secretary Honorarium - £475-£600
 - Website Costs - £100 -£200
- It is considered that if a Community Council incurred all of these expenses an administration grant of at least £775 would be required.
- 4.8 The comparison table in **Appendix 1** highlights the sums that would be available to each Community Council, should the baseline grant figure be reduced or increased based on 2020/21 figures. Comments on the various options are sought before discussing with Community Councils during the year.

5 Council Priorities, Implications and Risk

5.1 This report helps deliver Council Priorities:

- Have the right people, in the right place, doing the right thing, at the right time

5.2 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed.

Subject	Yes	No	N/A
Financial	X		
Staffing		X	
Equalities		X	
Fairer Scotland Duty		X	
Town Centre First		X	
Sustainability		X	
Children and Young People's Rights and Wellbeing		X	

5.3 An equality impact assessment is not required because the recommended actions will not have a differential impact on any of the protected characteristics.

5.4 There are no particular staffing implications arising from this report. The management of this budget will be undertaken within existing area management resources. The proposals outlined in this report are in line with the allocation of financial resources as contained in the 2020/21 Revenue Budget for Area Managers.

5.5 The following Risks have been identified as relevant to this matter on a Corporate Level: Budget Pressures; Working with other organisations. ([Corporate Risk Register](#)).

No risks have been identified as relevant to this matter on a Strategic Level ([Directorate Risk Registers](#)).

6 Scheme of Governance

6.1 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

- 6.2 The Committee is able to consider and take a decision on this item in terms of Sections B.1.1 and B.3.3 of the List of Committee Powers in Part 2A of the Scheme of Governance as it may determine any matter that is specific to the Formartine Area not otherwise properly delegated to any other Committee and because it relates to the consideration of the award of grants to Community Councils within the approved budget.

Stephen Archer
Director of Infrastructure Services

Report by Emma Storey, Kincardine and Mearns Area Committee Officer
Report Date 14 April 2020

List of Appendices:

Appendix 1 – Allocation of the budget to central costs and to each area including a Comparison Table.

Appendix 1

Community Council Budget 2020-21									
Aberdeenshire Budget and Central Costs					Allocation to Areas				
Budget				65,000					
less									
Insurance		5,848			Banff & Buchan	8061	7836		
Community Council Elections		1,140			Buchan	8140	7801		
Data Protection Fees @ £40 each		2,720			Formartine	9297	8908		
Community Events		1,500	11,208		Garioch	9671	9149		
			53,792		K&M	9589	8667		
					Marr	9034	8698		
						53,792	51,059		
					Kincardine & Mearns Area Budget =		£9,589		
Administration Grant									
	No. of Electors	Fixed Grant	Per Elector	Total Grant 2020/21	Grant 2019/20	Variance	Premiums 2020/21	Additional Premiums	
Arbuthnott	274	475	30	505	475	30	86	0	
Benholm & Johnshaven	659	475	72	547	475	72	86	0	
Catterline Kinneff & Dunnottar	968	475	106	581	475	106	86	0	
Crathes, Drumoak & Durris	2,176	475	237	712	556	156	114	28	
Gourdon	674	475	73	548	475	73	136	50	
Mearns	6,473	475	706	1,181	1,295	-114	86	0	
Newtonhill, Muchalls & Cammachmore	2,858	475	312	787	679	108	114	28	
North Kincardine	2,033	475	222	697	516	181	86	0	
Portlethen & District	7,321	475	798	1,273	1,476	-203	161	75	
Royal Burgh of Inverbervie	1,823	475	199	674	496	178	86	0	
St Cyrus	1,319	475	144	619	0	619	96	10	
Stonehaven	9,100	475	992	1,467	1,750	-283	86	0	
	35,678	5,700	3,889	9,589	8,668	921	1,224	192	
Comparison Table									
Base Grant (£)	475.00	500.00	600.00	700.00	800				
Arbuthnott	505	528	618	709	800				
Benholm & Johnshaven	547	566	644	722	800				
Catterline Kinneff & Dunnottar	581	597	665	732	800				
Crathes, Drumoak & Durris	712	719	746	773	799				
Gourdon	548	568	645	722	800				
Mearns	1,181	1,151	1,033	916	798				
Newtonhill, Muchalls & Cammachmore	787	787	791	795	799				
North Kincardine	697	705	736	768	799				
Portlethen & District	1,273	1,236	1,090	944	798				
Royal Burgh of Inverbervie	674	683	722	761	799				
St Cyrus	619	633	688	744	800				
Stonehaven	1,467	1,415	1,209	1,003	797				